DOCUMENT RESUME

ED 060 901 LI 003 569

AUTHOR Fahringer, Peggy Louise
TITLE A Classification of Knowledge for the Arrangement of a Library School Pamphlet File With a Manual of Instruction for Maintenance and Use of the Collection.
PUB DATE Sep 58
NOTE 35p.; (0 References); Paper submitted in partial fulfillment of the requirements for the Degree of Master of Science in Library Science, School of Library Science, Western Reserve Univ.

EDRS PRICE MF-$0.65 HC-$3.29
DESCRIPTORS *Classification; *Filing; Indexes (Locaters); *Library Materials; *Library Schools; *Pamphlets
IDENTIFIERS *Library Science Literature; Western Reserve University

ABSTRACT

This paper is part of a project to set up a vertical file of pamphlet material for the Library School of Western Reserve University. The questions explored by this project are: (1) Can a classification of knowledge be created that will bring together all areas of knowledge related to Library Science and yet carry a short, simple notation? and (2) Is it feasible to use a classified arrangement for pamphlet material instead of an alphabetical one based on subject headings? The project involved five steps: (1) creation of a classification of the areas of knowledge which would be pertinent to the study of Library Science, (2) application of a letter notation to that classification, (3) creation of an author file of the pamphlets in the collection, (4) creation of an index to the classification scheme and (5) preparation of a manual of instructions for the use and maintenance of the vertical file and indexes. The problem of the physical care and preservation of pamphlets was not explored. (Author/NH)

ED 060901

Z691
F34

A CLASSIFICATION OF KNOWLEDGE FOR THE ARRANGEMENT OF A LIBRARY SCHOOL PAMPHLET FILE

with

A MANUAL OF INSTRUCTIONS FOR MAINTENANCE AND USE OF THE COLLECTION.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY

by

PEGGY LOUISE FAHRINGER

Submitted in partial fulfillment of the requirements

for the Degree of Master of Science in Library Science

SCHOOL OF LIBRARY SCIENCE

WESTERN RESERVE UNIVERSITY

September 1958

LI 003 569

FILMED FROM BEST AVAILABLE COPY

INTRODUCTION

This paper is a segment of a total project to set up a vertical file of pamphlet material for the Library School of Western Reserve University.

The questions I hoped to answer in working on this project are as follows:

1. Can a classification of knowledge be created that will bring together all areas of knowledge related to Library Science and yet carry a short, simple notation.
2. Is it feasible to use a classified arrangement for pamphlet material instead of an alphabetical one based on subject headings.

The project involved the following steps:

1. Creation of a classification of the areas of knowledge which would be pertinent to the study of Library Science.
2. Application of a letter notation to that classification.
3. Creation of an author file of the pamphlets in the collection.
4. Creation of an index to the classification scheme.
5. Preparation of a manual of instructions for the use and maintenance of the vertical file and indexes.

No attempt has been made to study the problem of the physical care and preservation of pamphlets. Nor has the author suggested the titles that should be included in a pamphlet collection for a Library School.

FILMED FROM BEST AVAILABLE COPY

A CLASSIFICATION OF KNOWLEDGE FOR THE ARRANGEMENT OF A LIBRARY SCHOOL PAMPHLET FILE

FILMED FROM BEST AVAILABLE COPY

Z - Bibliographies — Bibliographies

Here are entered general lists of adult reading, including publishers' catalogs. The bibliographies may be incomplete and selective. Bibliographies of books that supply information on librarianship, bibliography, documentation, or any other subject field covered in this classification are listed under that subject, e.g. a bibliography of articles on the dictionary catalog would fall into ZLM. A bibliography of the collection of the Boston Medical Library would fall in ZXM. The science of bibliography is found in ZKB.

Z3 - Publishers' catalogs — Publishers' cats

Here are entered publishers' catalogs arranged alphabetically by publisher, e.g. a catalog of Doubleday books in print would be Z3d. If the publisher's catalog is limited to a subject covered in this schedule, file there, e.g. a Wilson catalog of periodical indexes available would fall into ZHT.

ZA - Young people's bibliographies — Bibliographies, Young people's

Here are entered lists of readings young people enjoy, e.g. lists of books for first purchase by a school library. This includes any publishers' catalogs that deal exclusively with young people's books. Bibliographies of literature dealing with a phase of service to young people is put in that subject area, e.g. a bibliography of articles on administration of young people's libraries would be given the notation ZCH.

ZAA - ZAZ - Subject areas of book lists for young people. A third letter is added to ZA to denote a bibliography for young people confined to a special topic, e.g. a bibliography for young people on history might be assigned the notation ZAH.

ZB - Children's bibliographies — Bibliographies, Children's

Here are entered lists of readings that children enjoy. This includes any publisher's catalogs that deal exclusively with children's reading. A bibliography of literature dealing with a phase of service to children is put in the subject area, e.g. a bibliography of articles on the selection of children's books would fall in ZEM.

ZBA - ZBZ - Subject areas of book lists for children. A third letter is added to ZB to denote a bibliography of children's reading confined to a particular topic, e.g. ZBA might be used for a bibliography of children's books on animals.

FILMED FROM BEST AVAILABLE COPY

ZC - Making, selling and publishing books — Making, selling an publishing books.

ZCB - Description of the making of books. The mechanical processes involved as well as a history and evolution of the process. — Manufacture of books.

ZCC - Materials used (papyrus, parchment, vellum, paper) — Materials for manufacturing boo

ZCD - Illustration and decoration — Illustration and decoration of book

ZCE - Bookbinding (Bibliopegy) Includes the history and evolution of the process. — Bookbinding

ZCF - Methods used (sewing, forwording, glueing) — Bookbinding, Meth used.

ZCG - Materials used for covering (cloth, vellum, leather) — Coverings (Book-binding)

ZCH - Finishing (lettering, tooling, gilding edges, artistic work) — Finishing (Book binding)

ZCI - Commercial bookbinding — Commercial book binding

ZCK - Publishing and selling books. Includes the history of processes used and the evolution of methods as well as technical processes and the business itself. — Publishing books

ZCL - Editorial work (proof-reading, revising, selecting, rejecting) — Editorial work (Publishing)

ZCM - Re-editing subsequent editions. Reprintings — Subsequent editi Publishing of

ZCN - Advertising of publications; publicity and media — Advertising of book publishers

ZCO - Copyright; property rights of author; Plagiarism — Copy right

ZCP - Selling publications (wholesale, retail, jobbers, remainders) — Selling publicatio

ZCR - University presses and institutional publications — University presses

ZCV - Commercial lending of books - Circulating libraries and book-clubs — Commercial lendir of books.

ZCW - Censure, prohibition and segregation of publications. Pornographic literature — Censure of publications

FILMED FROM BEST AVAILABLE COPY

ZD - Reading and readers, Adult
Here are entered materials treating of the philosophical and ethical questions pertaining to reading, e.g. habits of reading.

Reading and reade Adult

ZDA - Mental abilities, habits in reading

Mental abilities readers

ZDB - Pleasures, enjoyment of reading

Enjoyment of reading

ZDC - Methods of reading

Reading methods

ZDD - Rapid reading

Reading, Rapid

ZDE - Popular reading trends, tendencies

Popular reading

ZDH - Reading and readers, Children

Reading and reade Children

ZDP - Reading and readers, Young people

Reading and reade Young People

ZE - Selection and collection of library materials
Here are entered materials on the general principles of acquisitions policies in libraries as well as advice to readers for their book selection. Serials acquisitions is listed in ZFC.

Selection of boo

ZEA - General and adult library materials

ZEB - Methods of selection

Selection of boo — Methods

ZEC - Criteria for selection

Selection of boo — Criteria

ZED - Binding policies

Binding of book — Policies

ZEH - Advice to readers

Readers' Advisor

ZEJ - Discarding policies; withdrawing, weeding.

Withdrawing mate

ZEK - Collecting books for private collections (book-hunting, especially abroad; bibliomania)

Private collections Collecting material

ZEM - Selection, collection of children's materials

Selection of book — Children's

ZEP - Selection, collection of young people's materials

Selection of book — Young peoples

FILMED FROM BEST AVAILABLE COPY

ZF - Materials whose selection and collection present special problems.

Serials

ZFA - Serials
Here are entered readings on those library materials which are issued in parts over a period of time.

ZFC - Acquisitions policies and procedures — Serials - Acquisi policies and proced

ZFD - Records needed (checking-in record) — Serials - Recor needed

ZFF - Cataloging problems created by serials — Serials - Catalo

ZFG - Binding policies and procedures — Serials - Bindi policies and proced

ZFH - Government documents — Government documents

ZFL - Rare books — Rare books

ZFM - Manuscripts — Manuscripts

ZFN - Maps — Maps

ZFO - Films and slides — Films and slides

ZFP - Phonograph records — Phonograph record

ZFR - Scores (musical) — Musical scores

ZFS - Pictures — Pictures

ZFT - Paperback editions — Paperback editi

ZFU - Care of library materials (storage, preservation, repair, cleaning)
Here are entered materials on the protection of library materials against enemies and decay as well as the problems of storage, repair and cleaning. — Care of librar materials (

Documentation

ZG - Documentation
Here are included materials on the group of techniques necessary for the ordered presentation, organization, and communication of recorded knowledge. It includes the science of bibliography, indexing, abstracting, machine literature searching, as well as cataloging and classification.

FILMED FROM BEST AVAILABLE COPY

ZGA - Organization of terminology; the characteristics and limitations of recorded knowledge (nomenclature, semantics, translation) — Terminology, Organization o

ZGB - Presentation of information — Presentation o information

ZGC - Report writing, laboratory notebooks, reviews, journal articles. — Report writin

ZGD - Editing — Editing

ZGF - Reproduction of information (methods) — Reproduction information

ZGG - Typing, stenciling — Typing (Met of reproduct

ZGH - Printing (direct, offset, photolith) — Printing (Meth of reproduction

ZGI - Photocopying processes (blue print, osalid, photography, xerography) — Photocopying methods

ZH - Organization, storage and retrieval of information (other than the conventional cataloging and classification) — Organization information

ZHA - Tools

ZHB - Vertical files, visible files — Vertical files

ZHC - Punched cards — Punched cards

ZHD - Hand-sorted — Punched cards Hand-sorted

ZHE - Machine-sorted — Punched cards Machine-sor

ZHH - Electronic systems other than punched cards — Electronic sys —Othe than Punched car

ZHM - Microfilm, microprint, minicard — Microfilm

ZHP - Information services as an agency of retrieval of information — Information services

ZHS - Literature searches — Literature searches

ZHT - Existing reference tools and their use. The numbers 2 - 9 may be assigned for categories of reference tools, e.g. ZHT-2 for dictionaries. — Information services —Too

FILMED FROM BEST AVAILABLE COPY

ZK - Methods employed

ZKB - Bibliography (science of)
Here are entered works on the description, location and enumeration of materials. Cataloging and classification is found in ZL; Indexing is found in ZKD; and lists of books (bibliographies) are found in Z.

Bibliography, Science of

ZKD - Indexing
Here are entered materials on the process of arranging systematically the names of subjects occuring in a document, or group of documents.

Indexing

ZKE - Coordinate indexing

Indexing, Coordi

ZKH - Abstracting, annotating
Here are entered materials on the science of summarizing or writing an abridgement of a publication. It must include concise bibliographic reference to the original in order to be called an abstract.

Abstracting

ZKK - Coding ..
Here are entered materials on the process of applying symbols to subject concepts.

Coding

ZL - Subject approach to books

Subject approa to books

ZLA - Subject headings

Subject heading

ZLC - Classification
Here are entered materials on the process of arranging in orderly fashion the terms developed by logical division of a subject, by means of a train of characteristics. This includes both bibliographical and library classification.

Classification

ZLD - Notation

Notation (Classification)

ZLE - Index to classification scheme

Classification scheme index

ZLF - Comparison of schemes (Dewey, Library of Congress, Bliss, etc.)

Classification schemes

FILMED FROM BEST AVAILABLE COPY

ZLK - Cataloging, Descriptive — Cataloging
Here are entered materials on the process of creating a physical unit (a catalog) which shows the availability of publications as complete units as distinct from an index which is more generally concerned with the content analysis of one particular unit.

- ZLL - Forms of catalogs: book, card, sheaf — Catalogs - Form
- ZLM - Types of catalogs by arrangement (Dictionary, classified subject, alphabetic-subject, etc.) — Catalogs - Type by arrangement
- ZLN - Author entry — Cataloging - Main entry
  - ZLO - Personal names, form of entry — Personal names Form of entry
  - ZLP - Corporate entries, form of entry — Corporate names -Form of entry
  - ZLR - Non-author main entries — Non-author main entries
- ZLT - Simplified cataloging, pros and cons — Simplified cataloging
- ZLU - Filing rules for catalogs — Filing rules for catalogs
- ZLW - Bibliographical cataloging as distinct from cataloging for libraries. — Bibliographical cataloging

ZM - Libraries — Libraries
Here are entered the materials dealing with the building, establishment, financing, and administration of libraries. Materials dealing with the history or description of one particular library are entered under ZR - ZW, e.g. a pamphlet on the history of the Chicago Public Library would be classified ZRI, while a history of the University of Chicago Library would be in ZV.

- ZMA - Establishment of libraries (purposes and values) — Establishment of libraries
- ZMB - Units and types of libraries (statistics) — Types of libraries
  - ZMC - Public libraries — Public libraries - Statistics
  - ZMD - State and national libraries — State libraries Statistics
  - ZME - County and regional libraries — County libraries -Statistics

FILMED FROM BEST AVAILABLE COPY

ZMG - Legislation relative to libraries — Legislation

ZMH - Trustees, or those responsible for the library; their duties and responsibilities — Trustees

ZMJ - Finances, appropriations, funds (Budgets including salaries, costs of books, maintenance, etc.) — Finances, appropria funds

ZMM - Donations, gifts (Friends of the library) — Gifts to librari

ZMN - Buildings (architecture, environs, plans, estimates of construction costs) — Buildings

ZMP - Furniture and equipment (book-stacks, shelving, catalog units, elevators, conveyors of books, reading tables, chairs) — Furniture and equipment

ZN - Administration of libraries, General and adult — Library administrat

ZNA - Organization of services within a unit. Organization charts; departments within a library. — Organization of Services

ZND - Personnel — Personnel

ZNE - Salaries, hours of work, vacations — Salaries

ZNG - Job descriptions for the various positions — Job descriptions library positions

ZNH - In-service training for personnel; student assistants — In-service traini

ZNK - Lending and charging books (registration of borrowers, circulation, overdues) — Lending and charging books

ZNM - Inter-library loan — Inter-library loa

ZNN - Relations to the public — Public relations

ZNO - Manuals for library users (not prepared for a specific library) — Manuals for library users

ZNP - Rules (hours open, days closed, holidays) — Rules and regulations

FILMED FROM BEST AVAILABLE COPY

ZNR - Extension services (reading-circles, musical renderings, pictures and television, lectures, use of the library by outside groups)	Extension service
ZNS - Publicity (bulletins, circulars, posters, displays, advertisements)	Publicity of libra
ZNT - Bookmobiles and traveling libraries, Administration of	Traveling libraries
ZNU - Branch libraries, Organization and administration of	Branch libraries
ZNW - Library services for special groups, e.g. Blind	Blind - Library Service
ZO - Children's departments or libraries	Children's depts. libraries
ZOA - Finances, appropriations, funds	Children's depts. libraries - Financ
ZOB - Buildings, furniture and equipment	Children's depts. libraries - Buildin
ZOC - Administration, organization of services	Children's depts. libraries - Admin
ZOD - Lending and charging of books	Children's depts. libraries - Lending and charging books
ZOE - Young people's departments	Young people's dep
ZOF - Finances, appropriations, funds	Young people's de - Finances
ZOG - Buildings, furniture and equipment	Young people's de -- Buildings
ZOH - Administration, organization of services	Young people's de - Admin.
ZOI - Lending and charging of books	Young people's de - Lending and char. books
ZOJ - School libraries	School libraries
ZOL - State and national libraries	State libraries
ZOM - County and regional libraries	County librarie
ZON - University and college libraries	University librarie
ZOO - Finances, appropriations, funds	University librari - Finances
ZOP - Buildings, furniture and equipment	University librari - Buildings
ZOR - Administration, organization of services	University librari - Administratio

FILMED FROM BEST AVAILABLE COPY

ZOT - Special libraries — Special libraries

ZOV - Buildings, furniture and equipment — Special libraries - Building

ZOX - Administration, organization of services — Special libraries - Administration

ZP - Profession of librarianship (education, schools, training) — Librarianship

ZPA - Profession - the education, abilities, qualifications needed; Certification requirements — Profession of librarianship

ZPB - Recruiting for librarianship — Recruiting for librarianship

ZPC - Financial aid for library school students — Financial aid for students

ZPE - Schools for librarianship; Accreditation — Schools for librarianship

ZPH - Summer courses — Summer courses Library Science

ZPM - Associations for librarians — Associations for librarians

ZPN - American Library Association — American Library Association

ZPA - Biographies + Bibliographies of librarians — LIBRARIANS

ZR - ZU - Individual public libraries (by country)
Here are entered materials on the history or general explanations of individual public libraries. Material dealing with building, establishment, administration, or finances of libraries as a technique of librarianship is found in ZM - ZN. Materials dealing with histories of special libraries, or college and university libraries are found in ZV - ZX.

ZR - United States libraries (not including special, university or college, or private libraries)
Here are entered materials on individual public libraries in the United States. — United States - Libraries

ZR2 - ZR9 - Ohio public libraries
Assign numbers to the individual libraries the file is likely to have the most material on, e.g. might use 2 for Cleveland Public Library. — Ohio - Public libra

ZRA - ZRY - United States public libraries (other than Ohio) arranged alphabetically by the state in which they are located, e.g. the Boston Public Library would be given the notation ZRM.

FILMED FROM BEST AVAILABLE COPY

ZS - Western Hemisphere countries except the United States

ZT - European libraries (divided by letter for country if necessary) — Europe - Libraries

ZU - Asiatic and African libraries (divided by letter for the country if necessary) — Asia - Libraries

ZV - ZX - Special types of libraries
Here are entered materials on histories or descriptions of individual special libraries. The administration of special libraries as a technique is found in ZON - ZOT.

ZV - University and college libraries — University libraries - Histories and desc

ZV2 - ZV9 - Ohio university and college libraries, e.g. may use ZV2 for Western Reserve University Libraries. — University libraries Histories and desc. Ohio

ZW - Private libraries — Private libraries

ZX - All other types of special libraries including subject departments in public libraries. Use a third letter to distinguish the type of library or department. — Special libraries Histories and desc

ZXB - Business libraries or departments — Business libraries

ZXF - Fine arts libraries or departments — Fine arts libraries

ZXG - Government libraries or departments — Government libraries

ZXI - Industrial libraries or departments — Industrial libraries

ZXM - Medical libraries or departments — Medical libraries

ZXR - Rare book libraries or departments — Rare book libraries

FILMED FROM BEST AVAILABLE COPY

A MANUAL OF INSTRUCTIONS FOR MAINTENANCE AND USE OF A PAMPHLET FILE

FILMED FROM BEST AVAILABLE COPY

BRIEF NOTES FOR THE USE OF PAMPHLET COLLECTION

The use of this pamphlet file collection in the Library School will involve some familiarity with any one or a number of the following tools:

1. Pamphlet file
2. Classification scheme and notation
3. Author file
4. Subject index

An explanation of the location, physical make-up, and use of each one of the above items is found on pages 3 - 9 of this manual.

Usually, you will desire to determine one of two things:

1. All the pamphlets in the collection which cover one particular subject.
2. The location of one specific pamphlet.

If you are searching for all the pamphlets in the Library School pamphlet file relevant to one particular subject, use the following procedure:

1. Look up the subject in the subject index. If the term you are thinking of is not indicated, search for all possible alternate terms.
2. When you locate a term that describes the subject you desire, note the classification notation given in the upper left-hand corner of that card.
3. Go directly to the pamphlet file and look for the vertical folder that includes the part of the classification notation

FILMED FROM BEST AVAILABLE COPY

you require.

Please note: There is no assurance that the existence of a card in the index signifies that there is material in the vertical file pertinent to that subject. Index entries are made for the entire classification scheme whether or not the subject is represented by pamphlet material at present.

4. Since the physical arrangement of the pamphlets is a classified order, allied and related subject material will file together. Therefore, if there is no pamphlet covering the exact subject you need, peruse the pamphlets filed in that same folder for more general treatises which might include a short section on your subject.

If you are searching for a particular pamphlet, look in the author file under the author of the pamphlet. This card will supply the notation under which the pamphlet is filed in the pamphlet file.

FILMED FROM BEST AVAILABLE COPY

PAMPHLET FILE

Location

The pamphlets are housed in a vertical file drawer located underneath the Library School catalog. This drawer, appropriately labelled, contains pamphlet material pertaining to the many facets of Library Science.

Arrangement

Pamphlets are filed in this drawer according to the classification notation written in the upper right-hand corner of the pamphlet. The rules for filing are similar to those used for the Library of Congress classification scheme. For example, nothing files before something, and a number files before a letter. A segment of the classification notation is listed below to illustrate the above points.

ZM
ZMB
ZMR
ZM2
ZMA
ZMS

Vertical folders use

The pamphlets are divided into logical groups in the scheme, and placed in legal size vertical folders marked along the top label to indicate what part of the classification scheme is included in that particular folder. For example, one folder might include the segment of the classification notation from ZD - ZF.

"One locati rule"

Each pamphlet has only one location in the pamphlet file. If there are duplicate copies of any title, they will carry identical classification notations.

Houses classificat scheme and manual

In addition to the pamphlet collection itself, the pamphlet

FILMED FROM BEST AVAILABLE COPY

file houses a copy of the pamphlet file classification scheme and this manual of instructions. These two items are filed at the very front of the drawer.

FILMED FROM BEST AVAILABLE COPY

CLASSIFICATION SCHEME AND NOTATION

Appearance a: content

The classification scheme is typed in outline form on paper size 8 1/2 x 11 inches. It shows the arrangement of the disciplines involved in the theory and practice of Library Science. The relationships of the parts of the scheme to each other are indicated by indentions in the outline. As an example, a small segment of the scheme is reproduced below:

Use of indention in scheme

ZE - Selection, collection of library materials

ZEA - General and adult library materials

ZEB - Methods of selection

In this example, the notation ZEB is not used to refer to the methods of selection of books for children because it is a sub-heading of ZEA which tells us that it refers specifically to the methods of selection of adult library materials.

Difference between scheme and index

The classification scheme is a map-like representation of the same information as that included in the subject index. It shows us the relationship and outline of the areas of knowledge.

The difference between the classification scheme and the subject index lies essentially in the arrangement of material; the classification scheme is arranged in logical order; the subject index is arranged in alphabetical order.

"key" term on margin

Along the right-hand margin of the classification scheme is

FILMED FROM BEST AVAILABLE COPY

typed the "key" term under which that classification notation has been entered in the index. Thus, if it becomes necessary to alter, or delete a certain classification notation, the "key" term can be quickly ascertained. For an explanation of the purpose of the "key" term, see section entitled Preparation of Index Cards, p.16.

location of scheme

The classification scheme is filed at the very front of the pamphlet file before the first vertical file folder.

FILMED FROM BEST AVAILABLE COPY

AUTHOR FILE

Location

This file is housed in one of the catalog drawers of the WRULS catalog unit. It has an identifying label. The same drawer contains the index to the classification scheme.

Physical make-up

Form of author card

The author file contains one 3 x 5 catalog card (author entry) for each pamphlet found in the pamphlet file (except duplicates). The card follows WRULS rules for descriptive cataloging with a few exceptions. For a detailed explanation of the preparation of the author entry, see the section entitled Preparation of Author Entry, p.13. However, notice these few exceptions:

Exceptions to normal WRULS rules for auth card

1. The classification notation and the author entry appear on the same line.
2. Usually, the place and publisher is only given if it appears on the title page. The publisher is not given if it is the same as the author.
3. Notes are not given unless they are considered of unusual value.
4. If there is more than one copy of the same title in the pamphlet file, this note will be penciled in at first indention, the second space down from the collation.
5. The cards contain no tracings.

Arrangement of file

The author cards are filed alphabetically, employing the WRULS rules for filing author entries.

FILMED FROM BEST AVAILABLE COPY

SUBJECT INDEX

Location

The index to the classification scheme is housed in one of the catalog drawers of the WKULS catalog unit. The same drawer contains the author file.

Physical make-up

This index is comprised of 3 x 5 catalog cards. In the upper left-hand corner appears a classification notation in black capital letters. This is the notation for the subject appearing on that card. At first indention (8 spaces from the edge of the card) is typed the subject that is included in the area given to that classification notation.

You will notice that some of the subjects are written in capital letters and some in small case letters. There is no difference in the importance of the different terms. In all cases, simply look for the material under the notation given in the top left corner of the card.

For an explanation of the purpose of using some small and some capital letters, see the section entitled Preparation of Index Cards, p. 16.

Scope notes

Scope notes are given under the subject terms where it is felt necessary to define the scope of the subject and/or to direct the reader to allied areas of knowledge found under a different classification notation.

FILMED FROM BEST AVAILABLE COPY

Near the bottom of the card appear alternate terms which will carry the identical classification notation as this card. Tracings

The terms chosen for the index follow the rules for entry used in the Library School catalog. Wherever possible, the words "library" and "book" have been omitted in the choice of a term. It is understood that all subjects pertain to libraries, or some area of Library Science. Therefore, such a subject as "Laws and legislation" is in reality the subject "Library laws and legislation." Terminology

The index is arranged alphabetically, using the same filing rules as the WRULS catalog. Arrangement o terms in inde

FILMED FROM BEST AVAILABLE COPY

PROCEDURE FOR PROCESSING PAMPHLETS

Location of pamphlets read for processing

Items to be added to the pamphlet file will be placed in a box so marked in the Library School office. The person responsible for the pamphlet collection can assume that any pamphlet found in that box has already been scanned by a faculty member and designated for this particular file. Any physical work needed (such as pamphlet binding the item) shall have been completed before the pamphlet was placed in the box.

WRULS stamp and date stamp

When there are enough items in the box, the student assistant assigned to the pamphlet collection, takes the items out of the box and stamps them each at the middle of the bottom of the outside cover. Two stamps are placed here, one a rubber stamp that designates that this item belongs to the WRU Library School. The other stamp should be a date stamp indicating the day on which the student is processing the pamphlets.

Then take out the index and scan the title page of each pamphlet in order to discover the following bits of information:

Determining author

1. The form of the author entry to be used in typing the author card. Draw two lines very lightly in pencil under the first letter of the author entry as it will appear on the author entry card. If the author is not given on the title page, or the form is incorrect, pencil it in lightly as it will appear on the author card, and then draw two lines under the first letter of author.

FILMED FROM BEST AVAILABLE COPY

2. The exact wording of the title. Determining title

Draw two lines very lightly in pencil under the first letter of the title by which this entry will be filed. Thus, you will ignore the words "a", "an", and "the", as well as their equivalent in foreign languages. If the title is not given on the title page, pencil it in as it will appear on the author card.

EXAMPLE OF A PART OF A TITLE PAGE

A tentative plan

for use of

Federal Library Funds

3. The subject of the pamphlet. Determining subject of pamphlet

In determining this, be sure to scan the pamphlet's contents. The title is not always an accurate summary of the subject. Pick the <u>one</u> subject which most specifically describes the pamphlet as a whole.

Now, using the index, search for this subject. If that term is not used, think of all possible synonyms or alternate methods of expressing the same concept, and search for any one of these. When you do find a subject listed in the index which you feel adequately describes the subject of the pamphlet you are processing, copy the classification notation that appears in the upper left-hand Use of index to obtain notation for subject

FILMED FROM BEST AVAILABLE COPY

corner of that card, on the outside cover of the pamphlet. It is placed in the upper right-hand corner, in pencil.

If you feel there is no section provided in the classification notation which adequately covers the subject of a pamphlet, lay that pamphlet aside until such time as you are able to follow the steps provided for establishing a new classification notation (given on p. 15.)

FILMED FROM BEST AVAILABLE COPY

PREPARATION OF AUTHOR ENTRY CARD

After all the pamphlets have a classification notation penciled in the top right-hand corner, and the first letter of the author and title underlined, arrange the pamphlets in classified order as they will be filed in the pamphlet file. Now you are ready to type the necessary records.

Need one author card for each tit

Type one author entry for each pamphlet using the following form. You will notice that the following rules are essentially the WRULS descriptive cataloging rules with the exceptions noted.

Rules for form of auth card

1. The classification notation which has been assigned to any one pamphlet is typed in black capitals in the upper left-hand corner of the card, one space from the edge.
2. Eight spaces in, on the same line as the classification notation, is given the author of the pamphlet, using the form of entry normally given in WRULS descriptive cataloging practice.
3. On the line below, eleven spaces from the edge of the card, is given the title of the pamphlet.
4. As a rule, the place and publisher is only given if it appears on the title page. The publisher is not given if it is the same as the author.
5. Notes are not given unless they are considered of unusual significance.
6. The paging is given using "p " for pages or leaves.

FILMED FROM BEST AVAILABLE COPY

7. If there is more than one copy of the same pamphlet in the file, this note is penciled in at first indention, the second line down from the collation.
8. The card carries no tracings.

All the rules noted here are essentially a simplified form of descriptive cataloging. One definite exception to the WRULS rules for the author card is this: the author is begun on the same line as the classification notation since there is no second line or Cutter number in the pamphlet file classification notation.

Exception to WRULS rules for author card

EXAMPLE

ZMG Missouri. State library
The Missouri plan under the Library Services Act. n.d.
16p.

Now, interfile all the pamphlets in the pamphlet file. They are already arranged in classified order. Then arrange the author entry cards alphabetically and interfile these in the author file.

Filing of pamphlets

Filing of author entries

FILMED FROM BEST AVAILABLE COPY

PROCEDURE FOR SUBJECTS NOT PROVIDED FOR IN CLASSIFICATION SCHEME

Take out the classification scheme described on p. 5, which is filed at the very front of the pamphlet file.

Study it for the most logical place to insert the subject covered by this pamphlet. Make up a scratch card giving your suggestion for the placement of this subject in the classification scheme, the notation that should be given to it (one not already used for another subject), and the suggested terms that would be needed in the index to adequately express this subject. Submit the pamphlet, with the scratch card clipped to the cover, to a faculty member for verification.

Insertion of new subject classificati scheme

Creation of notation for new subject

New terms needed in index

When these have been approved, then:

1. Print the new classification notation in ink in the correct spot in the classification scheme. Be sure to observe the correct indention in order to give the proper relationship among other subjects immediately before and after it. At the right-hand margin, print the "key" word for this classification notation. (for explanation of "key" word, see p.16.)
2. Using the scratch slip of paper, type all the cards needed for the index as described on p.16-18.
3. Pencil the new classification notation on the pamphlet itself. This pamphlet is now ready to be treated just as all others following the procedure explained on p.10-14.

New subject and notatior printed in

New "key" term added margin

FILMED FROM BEST AVAILABLE COPY

PREPARATION OF INDEX CARDS

No need of cross reference

In an index such as this, there are no cross references in the sense in which they are employed in an alphabetical subject catalog. All cards in the subject index refer directly to a classification notation.

"key" term

However, in order to provide a "control" on the index in case any change in the classification scheme becomes necessary, one subject has been chosen as the one on which all the tracings will appear. This subject is designated as the "key" word, and is printed at the right-hand margin of the classification scheme on the same line as the classification notation it represents.

Form of "key" word index entry

The form of the "key" subject is as follows:

1. The notation is placed in the upper left-hand corner, one space from the edge of the card. It is typed in capital letters.
2. Eight spaces from the edge of the card, on the same line, is typed the subject heading in black capital letters.
3. If there is a scope note, that is typed two spaces below the subject heading, single spaced, and at first indention using small letters.
4. Quite far down on the card, there appear in small black type, all the alternate forms of expressing this subject

FILMED FROM BEST AVAILABLE COPY

which the faculty and student feel should be listed in the index.

EXAMPLE

ZKH ABSTRACTING

Here are entered materials on the science of summarizing or writing an abridgement of a publication. The abstract must include concise bibliographical reference to the original to be so named.

Indicative abstract
Informative abstract
Annotations

When the "key" index card is finished, then a card is typed for each tracing given at the bottom. These cards follow the following procedure: Form of alternate term index entry

1. Notation in the upper left-hand corner, one space from the edge of the card, and in black, capital letters.
2. The subject heading is typed in small black type at the first indention, on the same line as the notation.
3. Near the bottom of the card, only the "key" term is typed.

Notice that only the "key" subject (the one typed in capital letters) indicates all the subjects that have been given the identical

FILMED FROM BEST AVAILABLE COPY

classification notation.

EXAMPLE

ZKH Indicative abstract

ABSTRACTING

FILMED FROM BEST AVAILABLE COPY

REVISION OF THE CLASSIFICATION NOTATION

When and if it becomes necessary to change the notation already assigned to a subject, proceed as follows:

1. Note the "key" word given for that classification notation and pull that card from the index.
2. From this "key" subject, pull all the alternate subjects traced near the bottom of the card.
3. Pull all the pamphlets from the pamphlet file which are classified under this notation.
4. From the pamphlets, note the form of author entry, and then pull all the author cards.

Pulling all index cards for one subject

Pulling all pamphlets

Pulling autho card

Now you have before you all possible entries to one particular classification notation. You can proceed to do any altering necessary being careful to change <u>all</u> records.

FILMED FROM BEST AVAILABLE COPY

WITHDRAWING PAMPHLETS

Weeding pamphlet file

Once a year, or at intervals designated by the faculty, the student assistant assigned to the pamphlet collection should pull from the pamphlet file all material that, in your judgment, appears to be outdated, superceded, and/or no longer of value to the WHULS collection. These items are put in a box and given to a member of the faculty for final decision as to whether they are to be discarded or not. Those pamphlets to be discarded are returned to you so marked.

Pulling record for withdrawn pamphlets

Pull the author entry for these items and stamp or write on the author card "Withdrawn". File these at the very back of the author file catalog card drawer (behind the index). Dispose of the pamphlets as the faculty directs.

EXPANDING THE PAMPHLET FILE

Adding vertical file folders

As the number of pamphlets in the collection increases, the student assistant shall place more vertical file folders in the drawer. It will never be necessary to shift parts of the collection from one position in the classification arrangement to another; simply decrease the scope of the classification scheme included in any one folder.